



**ERIE COUNTY DEPARTMENT OF HEALTH
OFFICE OF THE MEDICAL EXAMINER
INTERNSHIP PROGRAM**

The Erie County Medical Examiner has jurisdiction to investigate the death of every person dying within his county, or whose body is found within the county, which is or appears to be: a violent death, whether by criminal violence, suicide or casualty; a death caused by unlawful act or criminal neglect; a death occurring in a suspicious, unusual or unexplained manner; a death caused by suspected criminal abortion; a death while unattended by a physician, so far as can be discovered, or where no physician able to certify the cause of death as provided in the public health law and in form as prescribed by the commissioner of health can be found; a death of a person confined in a public institution other than a hospital, infirmary or nursing home.

Interns will gain knowledge of forensics by working closely with forensic pathologists, toxicologists, and forensic investigators during the day to day operations of the office. The Erie County Medical Examiner's Office offers two types of internships. The two internship options are:

Investigative Internship – Interns will work closely with Forensic Pathologists and Investigators learning forensic autopsy and investigative techniques. Interns will observe autopsies while assisting staff in taking notes and photographs, setting-up and cleaning-up the autopsy suites. When possible, interns will observe Forensic Investigators during scene investigations and learn death investigative techniques. Interns will be asked to assist in general office duties including requesting medical records and specimens, updating electronic information, uploading photographs into the computer, x-rays, and other tasks as needed. Interns will observe autopsies daily as the case load allows. Applicants should be pursuing a degree in forensic science, natural sciences, criminal justice or a related field. A minimum of 120 hours commitment is needed. Interns will report to the Erie County Medical Examiner's Office to by 7:30 am on the days they are available Monday – Saturday.

Toxicology Internship – Accepted interns are typically assigned a project utilizing skills and knowledge for chemical analysis of biological specimens. Interns interact with laboratory staff to develop knowledge of forensic toxicology practices and procedures. Applicants will have chemical laboratory experience and be expected to work between the hours of 8:30 am to 4:30 pm on the days they are available Monday - Friday. Applicants should be pursuing a degree in forensic chemistry or forensic toxicology and have completed coursework in instrumental analysis and organic chemistry. **Toxicology internships are not available during the Winter Break.**

INTERNSHIP SCHEDULE

The Erie County Medical Examiner's Office is a 24 hour operation but the internship will take place between 7am and 3pm. Toxicology laboratory hours are from between 8:30am to 4:30pm. Intern schedules will be discussed and established taking into account the Intern's class schedule and availability.

Due to the amount of time invested in training interns, we require that all interns complete a minimum of 120 hours at the Medical Examiner's Office regardless of the internship requirements of your school.

WHO MAY APPLY

College students 18 years or older who are studying a related subject matter. ***All internships require a fully executed affiliation agreement between Erie County and the department within the college/university in which the intern is enrolled.*** Applications must be submitted according to the following deadlines:

Spring Semester: **October 1st** – applicants will be notified on or around **October 21st**

Summer Break (*Inv. Interns only*): **March 1st** – applicants will be notified on or around **March 21st**

Fall Semester: **May 1st** – applicants will be notified on or around **May 21st**

Winter Break (*Inv. Interns only*): **September 21st** – applicants will be notified on or around **October 1st**

Applicants should contact the Medical Examiner's Office to ensure all application materials are received (see application for contact information). A letter indicating acceptance or denial will be mailed. Accepted applicants will receive an acceptance packet and be contacted to set up an orientation date. All applications are reviewed by the Division Director, Chief Medical Examiner and Internship Coordinator. Interns are accepted/denied on a case by case basis. Acceptance is dependent on office needs, the number of students applying for the particular semester, the presentation of your résumé and cover letter, and your letters of recommendation.

HOW TO APPLY

Interested individuals who meet the above criteria can send the completed application along with their résumé, cover letter and two (2) professional/academic letters of reference to:

Erie County Medical Examiner's Office

Attn: Janinne Blank

501 Kensington Avenue

Buffalo, NY 14214

PHONE: 716-961-7591

FAX: 716-961-7581

EMAIL: janinne.blank@erie.gov

The cover letter should include a statement of purpose and future goals. Incomplete applications will not be considered.

ERIE COUNTY DEPARTMENT OF HEALTH (ECDOH)
DIVISION OF MEDICAL EXAMINER
INTERNSHIP APPLICATION

Contact Person: Janinne Blank
Director
501 Kensington Avenue
Buffalo, New York 14214
(Office) 961-7525, (Fax) 961-7581, (E-mail) janinne.blank@erie.gov

Applicant's Name: _____ Phone _____

E-Mail: _____ Fax _____

School Name: _____

Internship Advisor: _____ Phone _____

Advisor E-mail _____

Today's date: ____/____/____

Internship: ☐ Investigative ☐ Toxicology

Academic Department: _____

Anticipated date of graduation (month & year): ____/____

Will you receive school credits for this internship? Yes ☐ No ☐

Number of hours you are requesting to complete with the ECDOH: _____

Days & hours you can work: _____

Requested semester & year:

☐ Spring (Jan-May) ____ ☐ Summer (June-Aug)* ____ ☐ Fall (Sept-Jan) ____ ☐ Winter (Dec-Jan)* ____

**Summer and Winter internships are not available for Toxicology interns*

Please ATTACH RESUMÉ, COVER LETTER AND TWO (2) PROFESSIONAL/ACADEMIC LETTERS OF REFERENCE

***Note: Effective 5/2009, all accepted interns are required to complete a minimum of 120 hours regardless of school requirements. Erie County Department of Health internships are not paid.**

Applicants should contact our office to ensure all application materials are received. All applications are reviewed and accepted/denied on a case by case basis. Acceptance is dependent on our office needs, the number of students applying for the particular semester, the presentation of your résumé and cover letter, and your letters of recommendation. A letter stating acceptance or denial will be mailed to the applicant and accepted applicants will be contacted to set up an orientation date.